



## Laboratory Assistant

### Characteristics of Work

This is laboratory related work which involves maintaining accurate records of laboratory services by transcribing, posting and filing laboratory reports. The incumbent routes specimens to the proper department for analysis and inventories laboratory supplies to ensure that a satisfactory supply is on hand. The incumbent may be required to collect blood samples and operate EKG equipment. The work is performed under the general supervision of an administrative superior.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Types laboratory reports to ensure proper billing for services rendered.

Posts lab reports to patient's chart for review by physician.

Keeps daily records of lab tests, time sheets and duty rosters.

Prepares specimens for delivery to lab for analysis.

Prepares Medicaid and Medicare forms to ensure proper billing for lab services.

Collects blood from patients for routine and emergency lab analysis.

Inventories laboratory supplies periodically to check expiration rates, rotate stock, and keep proper amounts of supplies on hand.

Performs related or similar duties as required or assigned.

### Essential Functions

**The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.**

1. Assists with laboratory procedures.
2. Maintains laboratory logs, documentation, and records.
3. Performs duties to maintain the order and cleanliness of the laboratory area.

### Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute

related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to sit; walk; stand; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

#### **Experience/Educational Requirements:**

**Education:**

Any combination of education and experience equivalent to graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**

One (1) year of directly related experience.

#### **Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.